



The Air Force Guide To Citizenship Application



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INTRODUCTION

This guide outlines the procedures for citizenship application for active duty Air Force, Air Force Reserve, and Air National Guard members. (See eligibility requirements for definition of Service in the Armed Forces). Its contents are mainly derived from the Immigration and Naturalization Service's (INS) *A Guide to Naturalization*. More information on the naturalization process may be obtained from the INS web page at www.ins.usdoj.gov.

Your Military Personnel Flight (MPF) Customer Service Element is the base focal point for citizenship application. Their function is primarily that of administrative agent who will assist you in preparing forms and certain other aspects of your application which are detailed throughout this guide. MPF personnel are not experts in immigration law and are not required to have extensive knowledge of the naturalization process. If you have questions beyond the scope of this guide, you are encouraged to seek expertise from other sources such as the base legal office and local INS experts.

As the member applying for citizenship, it is your responsibility to complete all requirements of your application in a timely manner. If there are errors in your application or information is missing, it will be returned causing further delays.

Please take the time to read through this guide in its entirety before contacting the MPF or INS with questions. Suggestions on how to improve this guide should be provided to SMSgt Angel, HQ AFPC/DPSFM, DSN665-2562.

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Eligibility Requirements

The Immigration and Naturalization Service (INS) has dedicated their service center in Lincoln, Nebraska as responsible for processing citizenship applications for military members who have completed three years of honorable service in accordance with 8 CFR, Ch1, § 328 and 329. Because this is the sole service center working applications from military members meeting this criterion, the entire naturalization process should take only a few months to complete.

For purposes of this process, “service” in the Armed Forces of the United States means:

- (1) Active or reserve service in the United States Army, United States Navy, United States Marines, United States Air Force, or United States Coast Guard; or
- (2) Service in a National Guard unit during such time as the unit is Federally recognized as a reserve component of the Armed Forces of the United States.

If you meet the eligibility requirements described above and are currently a Permanent Resident, i.e., you have been granted permanent resident status in the United States and have (or are waiting for) a Permanent Resident Card (Form I551), you should follow the procedures in this guide to complete the naturalization process.

IMPORTANT: Do not mail your application to your local INS service center. If you do, it will take longer to complete the naturalization process.

Member’s applying under this criteria do not need to meet some requirements of other applicants such as extensive time as a Permanent Resident, continuous residence, physical presence in the United States, and time as a resident in your district or state. However, the INS requires ALL applicants to possess the following:

Good moral character. To be eligible for naturalization, you must be a person of good moral character. INS will make a determination on your moral character based upon the laws Congress has passed. Some of the things the INS may consider are:

Criminal record. The “Application for Naturalization” (Form N-400) asks several questions about crimes. You should report all crimes you have committed, including ones that have been expunged (removed from your record) and ones that happened before your 18th birthday. If you do not tell the INS about these crimes and they find out about them, you may be denied naturalization even if the crime itself was not a crime for which your case could be denied.

Integrity. If you do not tell the truth during your interview with the INS, they may deny your application for lacking good moral character. If INS grants you naturalization and you are later found to have lied during your interview, your citizenship may be revoked. If you have questions, you may want to seek advice from an immigrant assistance organization or an immigration attorney before applying.

English and civics knowledge. According to the law, applicants must demonstrate (1) an understanding of the English language, including the ability to read, write, and speak simple words and phrases in ordinary usage in the English language and (2) a knowledge of and understanding of the fundamentals of the history, and of the principles and form of government, of the United States. This means that to be eligible for naturalization, you must be able to read, write, and speak basic English. You must also have a basic knowledge of U.S. History and Government (also known as “civics”).

Many schools and community organizations help people prepare for their citizenship test. Some of these programs are very good. However, neither INS nor the Air Force review or approve any of these outside classes or materials. You can obtain sample civics questions from the MPF Customer Service Element. They also will have sample sentences similar in structure to the ones you might be asked to write or read aloud during your English test.

Attachment to the Constitution. When military members take their enlistment oath, they must affirm that they will support and defend the Constitution of the United States. The Oath of Allegiance is slightly different and it is not until you take this oath that you actually become a U.S. citizen. You will find the Oath of Allegiance in this guide in the section titled “Taking the Oath.”

Completing your Application, Fingerprints, and Getting Photographed

Once you have completed 3 years of service as outlined previously, you are eligible to apply for citizenship through the Nebraska Service Center. To apply, complete the following steps:

- 1. Read this guide in its entirety.** Reading and understanding this guide is the first step in the naturalization process. Some naturalization requirements are difficult to understand and many people have questions about the process. If you read this guide before beginning the naturalization process, many of your questions will be answered. It's important to understand that it's the member's responsibility to enter the naturalization process fully informed and ready to provide the required information and documents.
- 2. Obtain the required forms for application.** You may obtain a Form N-400 (Application for Naturalization), Form N-426 (Request for Certification of Military or Naval Service); and Form G-325B (Biographic Information) at your MPF Customer Service Element, by calling the INS Forms Line (1-800-870-3676), or by downloading them from the internet at www.ins.usdoj.gov. All three forms must be submitted as part of your application.
- 3. Complete the required forms.** The first form you must complete is the Form G-325B because it must be sent to Bolling AFB to complete a background check and may take some time for them to process. Fill out the front side of the form and take it immediately to the MPF. They will fax/mail the form to Bolling AFB to get an early start on the process while you complete the rest of your application requirements.

Complete the Form N-400 and sign. Complete the front side of the Form N-426 and sign. INS may ask for additional information if you leave it out of your application, which will delay processing. Please be aware that you will be required to answer questions about your application at your interview. When completing your application, you should answer all questions honestly.

- 4. Receive fingerprint scheduling form from the MPF.** The MPF Customer Service Element will give you a form listing the location and operating hours of your local Application Support Center (ASC) where your fingerprints will be taken. Like the Form G-325B, it's important to complete this early in the process. Take your scheduling form, your Permanent Resident Card, and another form of picture identification (driver's license, passport, state ID card, military ID card) with you to the ASC as soon as possible.

In order to conduct a criminal background check, INS will send your fingerprints to the FBI. In some cases, the FBI may reject your fingerprints because of the quality of the prints. If the FBI rejects your fingerprints, INS will instruct you to have your fingerprints retaken (you will not be asked to pay again). If the FBI rejects your prints twice, you will be asked to provide police clearances for each place you have lived in the past five years. You will need to contact the police departments in the places you have lived to get these clearances.

While the FBI is checking your background, INS will locate your immigration file. Sometimes, INS may need additional documents from you before they can schedule your interview. If INS

needs more information from you, they will either contact the MPF Customer Service Element or send you a letter telling you what they need and where to send it.

5. Collect the necessary documents. In addition to the Forms N-400, N-426, and G-325B, you will need to include copies of several documents with your application. Use the checklist on the following page to make sure you include the right documents. Please be sure to send an English translation with any document that is not already in English. The translation must include a statement from the translator that he or she is competent to translate and that the translation is correct.

IMPORTANT: Do not send original documents to INS. Copies are sufficient for the application package, however, you must bring the original documents to your interview with INS.

Documents You Need to Include With Your Form N-400

	Yes	No	N/A
All applicants must include:			
A photocopy of both sides of your Permanent Resident Card (previously known as Alien Registration Card)			
Two color photographs (3/4 frontal image. See specifications in this guide)			
A check or money order for \$250.00 (\$225.00 for the application, \$25.00 for fingerprints)			
An original Form N-426, "Request for Certification of Military or Naval Service" (available at the MPF Customer Service Element)			
An original Form G-325B, "Biographic Information" (available at the MPF Customer Service Element)			
If an attorney or accredited representative is acting in your behalf, include:			
Form G-28, "Notice of Entry of Appearance as Attorney or Representative"			
If your current name is different than the name on your Permanent Resident Card, include:			
The document which legally changed your name (marriage license, divorce decree, OR court document) OR a detailed explanation of why you use a different name			
If you were previously married, include:			
Proof of termination of ALL of your prior marriages (divorce decree OR death certificate)			
If you have a dependent spouse or children and have been ordered to provide financial support, include:			
Copies of the court or government order to provide financial support; AND			
Evidence that you have complied with the court or governing order (cancelled checks, money order receipts, a court or agency printout of child support payments, OR evidence of wage garnishments)			
If you have ever been arrested or detained by any law enforcement officer for any reason and no charges were filed, include:			
An official statement from the arresting agency or applicable court indicating that no charges were filed			
If you have ever been arrested or detained by any law enforcement officer for any reason and charges were filed, include:			
An original certified copy of the complete arrest record and complete court disposition for each incident (dismissal order, conviction record, OR acquittal order)			
If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program, include:			
The sentencing record for each incident; AND			
Evidence that you completed your sentence (probation record, parole record, OR evidence that you completed an alternative sentencing program or rehabilitative program)			
If you have ever had any arrest or conviction vacated, set aside, sealed, expunged, or otherwise removed from your record, include:			
An original or certified copy of the court order vacating, setting aside, sealing, expunging, or otherwise removing the arrest or conviction			
If you have ever failed to file an income tax return when it was required by law, include:			
Copies of all correspondence with the Internal Revenue Service (IRS) regarding your failure to file			
If you have any Federal, state, or local taxes that are overdue, include:			
A signed agreement from the IRS, state, or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe, AND			
Documentation from the IRS, state, or local tax office showing the current status of your repayment program			

6. Get two photographs taken. You must include two color photographs with your application. If photographs are not sent with your application, INS will return it. Photographs should be no smaller than 40 mm in length by 35 mm in width, and no larger than 80 mm in length by 60 mm in width--with the distance from the top of the head to the point of chin approx. 30 mm. The photographs must be taken within 30 days of the date you submit your application and must be unmounted and printed on white background with a ¾ profile view of the right side of your face as in the sample below.



Print your name and “A” number lightly in pencil on the back of each photograph.

7. Bring your application, documents, and fee to the MPF Customer Service Element. The MPF Customer Service Element will review your package for completeness. **IMPORTANT:** Do not mail your application to the local INS service center. It must be sent to the Nebraska Service Center by the MPF. If you try to take or mail your application to a local INS office, it will be returned to you.

You must include a fee of \$250.00 with your application (\$225.00 for the application and \$25.00 for the fingerprints). You must pay this fee with a check or money order drawn from a U.S. bank payable to the “Immigration and Naturalization Service.” Residents of Guam should make the fee payable to “Treasurer, Guam,” and residents of the Virgin Islands should make the fee payable to the “Commissioner of Finance of the Virgin Islands.” You must send your fee with your application. **IMPORTANT:** Your application fee is not refundable, even if you withdraw your application or INS disapproves your case. If you are unable to pay the required fees, you may request a fee waiver in accordance with INS guidelines, which are detailed at the INS web site at <http://www.ins.usdoj.gov/graphics/formsfee/forms/index.htm>.

The MPF will fill out the back of the Form N-426 verifying service dates and will list any derogatory information. They will also complete a cover sheet for your application package which must include your name, address, phone number, and “A” number. They will also need to know the **district** office where you prefer to complete your interview and oath. Some members will want to do this close to their installation, while others may want to travel to where their family lives. Your oath and interview do not have to be at the same location.

You will find the list of district offices for each state on the INS web page at <http://www.ins.usdoj.gov/graphics/fieldoffices/alphaa.htm>. Select the location(s) you desire and provide it to the MPF when you submit your application. MPF personnel will include your requested interview/oath location on the cover sheet to INS.

Being Interviewed

Once your application has been processed, INS will schedule you for the interview. The steps of the interview process are as follows:

1. Receive an appointment for your interview. You will receive a notice in the mail telling you when and where you must appear for your interview. You will not receive a second notice. It is very important you make every effort to attend the interview at the scheduled time. If you have to reschedule the interview, the process could be significantly delayed. If you must reschedule your interview, you should directly contact the office where your interview is scheduled by mail as soon as possible. You should explain your situation and ask to have your interview rescheduled. When a new date has been set, INS will send you a new interview notice.

IMPORTANT: To make sure you get your interview notice, you must notify INS whenever your address changes. Use INS Form AR-11, “Alien’s Change of Address Card” for this purpose. You may obtain one of these forms through the INS web page at www.ins.usdoj.gov. Fill out the form and provide it to the MPF who will mail it to the Nebraska Service Center.

2. Go to your district office for the interview at the specified time. You should appear at the office where you are to be interviewed before the time of your interview. Many INS offices are crowded so unless you need to, you may not want to bring other people with you. If you fail to appear at your interview without contacting INS, your case will be “administratively closed”. If this happens and you do not contact INS within 1 year to reopen your case, your application will be denied.

3. Provide additional documents if INS requests them. In some cases, INS may ask you to bring additional documents to the interview. These documents will be listed on your appointment letter. If you fail to bring the necessary documents, your case may be delayed or denied.

4. Take the English and civics test. During your interview, your ability to read, write, and speak English will be tested. You will also be given a civics test to test your knowledge and understanding of U.S. History and Government.

English Your English will be tested in one of the following ways:

- 1). **Reading.** In order to test your reading ability you may be asked to:
 - Read out loud parts of the Form N-400;
 - Read a set of civics questions and then answer them; or
 - Read several simple sentences out loud
- 2). **Writing.** In order to test your writing skills, the INS officer will ask you to write one or two simple sentences
- 3). **Speaking.** Your speaking ability will be tested when you answer questions about yourself and your application during your interview.

Civics. During your interview, you will be asked to verbally answer a set of questions about U.S. history and government or to take a written multiple-choice test with up to 20 questions (see the “Naturalization Study Guide” available at the MPF Customer Service Element).

5. Answer questions about your application and background. At your interview, an INS officer will place you under oath and then ask you about:

- Your background
- Evidence supporting your case
- Your place and length of residence
- Your character
- Your attachment to the Constitution
- Your willingness to take an Oath of Allegiance to the United States

In addition, the INS officer may ask you some other questions to make sure you meet all the eligibility requirements. Be prepared to explain any differences between your application and the other documents you have provided to INS. Remember that you are under oath. Always tell the truth during your interview. If you lie during your interview, you will be denied citizenship. If you are granted citizenship but then INS finds out that you lied on your application or during your interview, your citizenship may be taken away. A representative may accompany you to your interview if you have sent a “Notice of Entry of Appearance as Attorney or Representative” (Form G-28).

6. Receive a decision. After your interview, your application for citizenship will be granted, denied, or continued.

Granted. Sometimes INS can tell you if you will be granted citizenship at the end of your interview. In some cases, you may be able to complete the oath ceremony the same day as your interview (where available). Otherwise, you will receive a notice telling you when and where your oath ceremony will be.

Continued. The INS officer may also “continue” your case. This means your case is put on hold. If your case is continued, it will add time to your naturalization. The most common reasons for continuation are 1) failing the English and civics tests, and 2) failing to give INS the documents they need. When your case is continued, you will be asked to either 1) come to a second interview, usually within 60-90 days of the first interview, or 2) provide additional documents. If you do not do what INS asks, your application may be denied.

Denied. If INS denies your application, you will receive a written notice telling you why. There is an administrative review process for applicants who receive denials. If you feel that you’ve been wrongly denied citizenship, you may request a hearing with an INS officer. Your denial letter will explain how to request a hearing and will include the form you need. The form for filing an appeal is the “Request for Hearing Proceedings Under Section 336 of the Act” (Form N-336).

Taking the Oath

If INS approves your application for naturalization, you must attend a ceremony and take the Oath of Allegiance to the United States. The following steps outline this process:

1. Receive a ceremony date. INS will notify you by mail of the time and date of your ceremony. The notice INS sends you is called the “Notice of Naturalization Oath Ceremony” (Form N-445). In some cases, the INS may give you the option to take the Oath on the same day as your interview. If you decide to take a “same day” oath, INS may ask you to come back to the office later that day. At this time, you will take the Oath and receive your Certificate of Naturalization.

If you cannot attend the ceremony on the day you are scheduled, you should return the INS notice (Form N-445) to your local INS office. You must include a letter asking INS to reschedule you, which explains why you aren’t able to be at the ceremony.

2. Check in at the ceremony. When you arrive at the ceremony, you will be asked to check in with INS. Try to arrive early. Remember that often there are many other people being naturalized with you who must also be checked in.

3. Return your Permanent Resident Card (PRC). You will be required to return your PRC to INS when you check in for your oath ceremony. You will no longer need your PRC because you will receive your Certificate of Naturalization at the ceremony.

4. Answer questions about what you have done since your interview. If more than a day has passed between your interview and the ceremony, you will need to answer several questions. These questions will be located on the back of the notice INS sends you (Form N-445). You should read the questions carefully and mark your answers before you arrive at the ceremony. Answer the questions on the back of the Form N-445 only for the time since your interview.

5. Take the Oath. You are not a citizen until you have taken the Oath of Allegiance. You will take the Oath during the ceremony. An official will read each part of the Oath slowly and ask you to repeat his/her words. Here is the actual oath you will take at the Oath ceremony:

Oath of Allegiance

*I hereby declare, on oath,
that I absolutely and entirely renounce and abjure all allegiance and fidelity to any foreign prince,
potentate, state, or sovereignty, of whom or which I have heretofore been a subject or citizen;
that I will support and defend the Constitution and the laws of the United States of America against all
enemies, foreign and domestic;
that I will bear true faith and allegiance to the same;
that I will bear arms on behalf of the United States when required by the law;
that I will perform noncombatant service in the Armed Forces of the United States when required by the
law;
that I will perform work of national importance under civilian direction when required by the law; and
that I take this obligation freely, without any mental reservation or purpose of evasion; so help me God.*

Changes to the Oath. If INS determines you are unable to swear the Oath using the words “on oath,” you may replace these words with “and solemnly affirm.” Also, if INS determines you are unable to use the words “so help me God” because of your religious beliefs, you may omit these words. If you believe you qualify for a modified oath, you should include a letter with your application explaining the situation. INS may also ask you to provide a document from your religious organization explaining its beliefs and stating that you are a member in good standing.

Hereditary titles. If you have any hereditary titles or positions of nobility, you must give them up at the oath ceremony.

6. Receive your Certificate of Naturalization. Once you have taken the Oath, you will receive your Certificate of Naturalization. You may use this document as proof that you are a U.S. citizen.

IMPORTANT: It is strongly recommended that you obtain a U.S. passport soon after your naturalization ceremony. A passport serves as evidence of citizenship and is easier to carry around than a Certificate of Naturalization. In addition, if you lose your Certificate of Naturalization, it can take up to one year to receive a new one. If you do not have a passport, you will not have evidence of citizenship during the time you are waiting for a new certificate. You can get an application for a passport at your oath ceremony or at most post offices.

Where to Go for Help

There are many resources available to help you with the naturalization process. Some of these are:

Military Personnel Flight. The MPF is your primary contact for citizenship application. They will assist with completing the forms, service date verification, obtaining fingerprints, mailing of the Form G-325B for background check, and forwarding the application package to the Nebraska Service Center. MPF personnel are not experts in immigration law and are not familiar with specific processes within INS channels. Their function is primarily to assist with the application process.

INS Telephone Centers. If you want more information about naturalization than what is available at the base, you may call the “Ask Immigration” telephone number listed on the sheet titled “Your Local Office” available at the MPF Customer Service Element.

Community Based Organizations (CBOs). In most communities, there are organizations that assist immigrants who want to become naturalized. These organizations often have classes in English and civics. They may also help immigrants complete their applications. CBOs may charge a fee or they may offer their services free of charge. You may locate a CBO by contacting your local INS office. You may also look in the phone book under “Immigration and Naturalization” or “Immigration and Naturalization Consultants” or talk to other immigrants who have been naturalized.

IMPORTANT: You should be certain that the organization or attorney you contact is reliable and has a good reputation. One way to be sure of the quality of a CBO is to ask them for references or if the Board of Immigration Appeals (BIA) accredits them.

Immigration Attorneys. If you have questions about your eligibility, you may want to see an immigration attorney. The legal office at your base can assist you or you may find a civilian attorney by looking in the phone book under “Lawyers” or “Attorneys”. In many cases, the phone book also has a directory of attorneys by the type of law they practice. You may be able to find attorneys who assist immigrants by looking in the directory under “Immigration and Naturalization”.

INS Information Counters. If you have questions that have not been answered either by this guide or by the other sources listed here, you may always go to the information counter at your local INS office. There you may speak directly to an INS employee.

Responsibilities

Member's Responsibilities. Citizenship application is the member's responsibility. The member must take the initiative to submit his/her application in a timely manner. The applicant must:

- Ensure all required forms are properly completed
- Ensure required items/documentation are filed with the application (forms, photographs, application fee, marriage certificates, divorce certificates, etc.)
- Keep INS informed of any changes in address
- Obtain fingerprints at an Application Support Center
- Attend the interview at the scheduled date/time
- Complete the Oath of Allegiance at the scheduled date/time
- Notify INS immediately of any schedule conflicts with interview or oath

MPF Responsibilities: The MPF's role in the citizenship application process is primarily administrative. The member is responsible for obtaining necessary application materials and submitting the application in a timely manner. The MPF is responsible for assisting active duty or Reserve members who have 3 years of service in completing their applications. Members of the Air National Guard are eligible for this process if they meet the required service as defined in eligibility requirements listed in the front of this guide. All other members and family members must apply for citizenship through the INS. MPFs will:

- Assist military members in completing and submitting their citizenship application
- Act as liaison between the member and INS when required
- Consult with HQ AFPC/DPSFM for procedural guidance and to resolve necessary issues

HQ AFPC Responsibilities. The primary function of HQ AFPC is to monitor the citizenship application process and to identify problems and elevate or resolve them accordingly. HQ AFPC/DPSFM will:

- Establish procedural guidance to assist members and base agencies in processing citizenship applications
- Act as liaison between MPFs, HQ USAF/DPFPC, and INS to resolve problems related to citizenship applications
- Provide statistical data regarding timeliness of citizenship application approvals

HQ USAF Responsibilities. HQ USAF/DPFPC is the Air Force OPR for the citizenship application process. HQ USAF/DPFPC will:

- Manage the Air Force's involvement in the citizenship application process
- Direct procedural changes as required or if determined by INS or DoD
- Monitor the overall progress of the citizenship application process
- Report to DoD as required on the timeliness of citizenship applications
- Resolve conflicts elevated by HQ AFPC/DPSFM

Note: MAJCOMs do not have an active role in the citizenship application process.

Citizenship issues, which extend beyond the application process must be handled by the member directly through INS.

MPF Application Processing Procedures

It is the member's responsibility to initiate the citizenship application process. The Customer Service Element should have knowledge of the application process but is not responsible for details regarding immigration law or specific INS procedures. The main function of the MPF is to assist the member in completing and mailing the initial application and to be their liaison with INS when necessary. Use the checklist provided at the end of this section to facilitate processing of the application. The MPF must:

1. Provide application information. When the member is ready to apply, they should visit the MPF Customer Service Element and ask for assistance. Customer Service personnel must be able to provide the member:

- A copy of this guide
- INS forms (available on the INS web site at www.ins.usdoj.gov or by calling the INS Forms Line at 1-800-870-3676)

All applicants are required to provide the following information as part of their application:

- Form N-400, Application for Naturalization
- Form N-426, Certification of Military or Naval Service
- Form G-325B, Biographic Information
- 2 color photographs (specifications listed in the section "Completing Your Application, Fingerprints, and Getting Photographed")
- Application fee of \$250.00 (\$225.00 for the application, \$25.00 for fingerprints)
- Other documentation as required (see "Documents You Need to Include with Your Form N-400" on page 8)

2. Complete and fax/mail Form G-325B. Inform the member the Form G-325B must be completed immediately. This form is used to complete a background check by 497 IG/INSO at Bolling AFB and may take several days to process. Because this form does not require a signature, it does not need to be mailed. When the member has completed the required information on the Form G-325B, fax it to 497 IG/INSO, "Attn: Customer Service", at DSN: 754-2864 or commercial (202) 404-2864. Be sure to include the MPF POC and return fax number on the fax cover sheet so the results may be faxed directly back to the MPF. If you do not have fax capability, mail the form to:

497 IG/INSO
ATTN: Customer Service
229 Brookley Ave
Bolling AFB 20332-5108

If you need to speak to someone at 497 IG/INSO, you may contact them at DSN 297-4886 (com: (202) 767-4886).

IMPORTANT: The Form G-325B contains sensitive information regarding the applicant's background information and must be handled with extreme care.

3. Schedule for fingerprinting. The MPF must also immediately inform the member of the requirement to have their fingerprints completed as soon as possible at an Application Support Center (ASC) in the local area. To do this, the MPF must find the nearest ASC listed on the AFPC web site at <http://www.afpc.randolph.af.mil/mpf/customer/customer.htm> and fill out the fingerprint notification form (also at the AFPC web site) using the sample form in the back of this section as a guide. It is not necessary to call the ASC to schedule the appointment. Simply provide the member with the hours of operation indicated on the spreadsheet. Once completed with the member's correct address, ASC location, and hours of operation, give the form to the member and maintain a copy. The ASC will send the fingerprint information directly to the Nebraska Service Center. However, the copy of the scheduling form must be included in the application package to show INS the member was informed of the requirement. Again, it is critical to timely processing of the application that the member have their fingerprints completed as soon as possible.

4. Review documentation for accuracy/completeness. When the member brings in their completed application and required forms/documentation, MPF personnel must review them to ensure the forms are filled out correctly and that required documentation is included.

Form N-400, *Application for Naturalization*. While all the information on the Form N-400 is important, be sure the following information is provided and correct:

- Name
- INS "A" number
- Basis for eligibility (Part 2, block "d" for qualified military applicants)
- Signature in Part 11

Form N-426, *Certification of Military or Naval Service*. The member must submit a Form N-426 with their application. This form requires official certification of service dates and derogatory information from the MPF. Service dates should be obtained through the Personnel Data System and derogatory information should be based on Unfavorable Information File codes and referral EPRs (available at the Career Enhancement Element). Clearly explain the nature of any derogatory information. It is not necessary to include the disposition date of UIF entries. Once the form is complete, the MPF must stamp it with the official stamp used for authenticating PCS/TDY orders, and the NCOIC, Customer Service, must sign the form.

5. Photocopy both sides of the Permanent Resident Card. Some applicants may not yet have their Permanent Resident Card. If this is the case, so indicate on the package cover sheet described in the next step (also see sample cover letter in the back of this section).

6. Complete application package cover sheet. The application must contain a cover sheet from the MPF (see sample in the back of this guide) which verifies necessary documentation is included in the package. The cover letter also lists the location where the member prefers to complete their interview. Most will want to do this at the nearest location to their installation while others may want to travel to a location close to where family members live. INS must be aware of the preferred location in order to expedite scheduling.

MPFs must keep a copy of the cover sheet on file until the member receives notice of their citizenship approval and has their citizenship updated at the MPF.

7. Mail application package. Once 497 IG completes and returns the Form G-325B, place the Forms N-400, N-426, G-325B, copy of the fingerprint scheduling form, application fee, other documentation provided by the member, and cover sheet in a sealed envelope and mail to:

USINS Nebraska Service Center
P.O. Box 87426
Lincoln, NE 68501-7426

If there are problems with any of the documents, the INS will contact the MPF Customer Service Element. Once the application is accepted, INS will send the member a letter scheduling them for their interview. If citizenship is granted at the interview, the INS will send another letter to the member for their oath ceremony (if they didn't complete the oath in conjunction with their interview). Once the oath is completed, the member will receive a Certificate of Naturalization from INS as proof of their U.S. Citizenship.

IMPORTANT: If the member changes their address after submitting their application, INS must be notified. The member must fill out a Form AR-11 obtainable from the INS web page and bring it to the MPF. The MPF must then mail the form to the Nebraska Service Center.

8. Follow-up actions. Once the application is submitted, it should take approximately 4 months to complete. If a member has not been scheduled for their interview within 3 months of application, the MPF may request a status check by contacting HQ AFPC/DPSFM at DSN 665-2562.

Once the member brings proof of citizenship to the MPF, fill in the "Date citizenship approved" on the cover sheet and fax it to HQ AFPC/DPSFM at DSN 665-2543. This information will be used for tracking purposes to determine timeliness of citizenship application approvals.

MPF Checklist for Citizenship Application

Task	Yes	No	N/A
Completion of the Form G-325B, “Biographic Information”			
Is the front side of the form filled out completely?			
Has the MPF faxed or mailed the form to 497 IG/INSO at Bolling AFB and received the necessary information by return fax?			
Completion of the Form N-400, “Application for Naturalization”			
Is the form filled out completely?			
In Part 2 of the form, is block “d” checked?			
If the member answered “yes” to a question(s) in Part 7 of the form, did they attach an explanation on a separate sheet of paper?			
If the member answered “no” to a question(s) in Part 8 of the form, did they attach an explanation on a separate sheet of paper?			
Has the applicant signed the form in Part 11?			
Completion of the Form N-426, “Request for Certification of Military or Naval Service”			
Has the member filled out the front of the form and signed it?			
Has Customer Service included the appropriate services dates on the form?			
Has Customer Service obtained derogatory information from the Career Enhancement Element to complete sections 11 and 12 of the form?			
Has the back of the form been signed by the NCOIC, Customer Service Element and stamped with the official seal? (the same seal used to authenticate PCS/TDY orders.)			
Other required actions			
Has the member included two color photographs in the appropriate format with their alien registration number (“A” number on the Permanent Resident Card) written in pencil on the back of each photograph?			
Has the member included a check for \$250.00 for the application/fingerprint fees?			
Has the member provided necessary documents such as marriage certificates, divorce certificates, etc.?			
Has the MPF provided the member the fingerprint scheduling form with the location and hours of operation of the local Application Support Center?			
Has the MPF included a copy of the fingerprint scheduling form in the package?			
Has the MPF included a photocopy of the member’s Permanent Resident Card (both sides)?			
Has the MPF included the cover sheet with the package with the required information included (see sample form in this section)?			
Has the MPF maintained a copy of the cover sheet for file until the member notifies the MPF their citizenship is approved?			
Has the MPF mailed the completed Forms N-400, N-426, and G-325B along with application/fingerprint fee, cover sheet, and other pertinent documents, to the Nebraska Service Center?			
Once the member brings confirmation of citizenship approval to Customer Service for update, has the MPF filled out the “Date citizenship approved” section of the cover sheet and faxed it to HQ AFPC/DPSFM?			

SAMPLE COVER SHEET FOR CITIZENSHIP APPLICATION PACKAGE

TO: USINS Nebraska Service Center
PO Box 87426
Lincoln NE 68501-7426

Date:

FROM: (MPF organization/off symbol)
(organization address)

(commercial phone number)
(commercial fax number)
(e-mail address)

RE: Application for Naturalization, Form N-400
(applicant's name) (applicant's INS "A" number)

This facilitated military Form N-400 application contains the following documentation and/or information:

- ___ Form N-400, completed and signed
- ___ Certified Form N-426
- ___ Form G-325B with attached background information
- ___ Photocopy of Permanent Resident Card (both sides)
- ___ 2 color photographs
- ___ Copy of fingerprint scheduling form
- ___ Check(s) or money order(s) in the amount of \$250.00

Fingerprints:

___ The applicant has been informed to have his/her fingerprints completed at the local Application Support Center

Interview/Oath:

INS office where member wishes to be interviewed: _____

INS office where member wishes to receive the Oath of Allegiance: _____

Applicant is **unavailable** for interview/oath (inclusive dates): _____

Applicant Information:

Check one: Active Duty: _____ Air Force Reserve: _____ Air National Guard: _____

Home mailing address

Home phone: _____

Work phone: _____

e-mail address: _____

Date citizenship approved (to be filled in after member receives confirmation of citizenship approval): _____

Fax completed form to HQ AFPC/DPSEFM, DSN 665-2543.

Sample Fingerprint Scheduling Form

Fingerprint Notification			NOTICE DATE (Today's Date)
CASE TYPE N400 Application for Naturalization			INS AN (Obtain from PRC)
APPLICATION NUMBER Department of Defense Referral	RECEIVED DATE N/A	PRIORITY DATE N/A	PAGE 1 of 1
<p>APPLICANT NAME AND MAILING ADDRESS</p> <p style="margin-left: 40px;">John Q. Public 1234 Anywhere Street Anytown, TX 12345</p>			
<p>To process your application, INS must take your fingerprints and have them cleared by the FBI. PLEASE APPEAR AT THE BELOW APPLICATION SUPPORT CENTER AS SOON AS POSSIBLE.</p>			
APPLICATION SUPPORT CENTER		DATE AND TIME OF APPOINTMENT	
<p>INS San Antonio 5121 Crestway Drive, Suite 112 San Antonio, TX 78239 (At Randolph Blvd/behind Stop-N-Go)</p>		<p>Hours of operation: Sun, Mon closed; Tues - Sat 0800 - 1600 Phone: (210) 590-1577</p>	
<p>PLEASE DISREGARD THIS NOTICE IF:</p> <ol style="list-style-type: none"> 1. YOU HAVE BEEN FINGERPRINTED WITHIN THE LAST 90 DAYS, 2. YOUR APPLICATION HAS ALREADY BEEN GRANTED, OR 3. YOU WERE UNDER 14 YEARS OF AGE OR OVER 79 (75 FOR NATURALIZATION APPLICANTS) AT THE TIME YOUR APPLICATION WAS FILED. 			
<p>WHEN YOU GO TO THE APPLICATION SUPPORT CENTER TO HAVE YOUR FINGERPRINTS TAKEN, YOU MUST BRING:</p> <ol style="list-style-type: none"> 1. THIS APPOINTMENT NOTICE and 2. PHOTO IDENTIFICATION. Naturalization applicants must bring their Alien Registration card. All other applicants must bring a passport, driver's license, national ID, military ID, or State-issued photo ID. If you appear without proper identification, you will not be fingerprinted. 			
<p style="text-align: center;">WARNING!</p> <p><i>Specific appointment time requests will not be guaranteed. Due to limited seating availability in our lobby areas, only persons who are necessary to assist with transportation or completing the fingerprint worksheet should accompany you.</i></p>			
<p>REQUEST FOR RESCHEDULING (THIS SECTION NOT APPLICABLE FOR AIR FORCE)</p>			
<p>I am unable to appear because: _____</p>			
<p>Please reschedule my appointment for the next available: <input type="checkbox"/> Wednesday afternoon. <input type="checkbox"/> Saturday afternoon.</p>			
<p>INS cannot guarantee the day preferred, but will do so to the extent possible.</p>			
<p>APPLICATION NUMBER</p> <p style="font-size: 1.2em; font-weight: bold;">Department of Defense Referral</p>			